

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M. 61*

Page 1 of 3

Agency  
Hagerstown

Division/Unit  
Utilities/Water Pollution Control

Item No	Description	Retention
1	Grants -contains but not limited to: application for payment, invoices, checks received (copies), forms (blank), application form and supporting documents, cash draw requests	Retain for life of grant, plus five (5) years, then destroy
2	Personnel files: duplicate personnel documents, training certificates, health insurance survey, requests for vacation, compensatory time; worker's comp files - first report of injury, prescription benefits	Retain for three (3) years after termination of employment, then destroy.
3	General files -contains but not limited to: maintenance contracts, board of utilities meeting minutes, block grant information, correspondence, easement deeds, I.D. badges, insurance newsletters, drawings, billing information drawings, inspectors daily reports on various properties, correspondence, concrete testing reports, operation and maintenance manuals, nuclear compaction test data, daily construction report	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Approved by Department, Agency or Division Representative

Date 11-10-99

Signature GeorgiAnn N. Breichner

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Schedule No. *M-61*

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Item No	Description	Retention
4	Non-pretreatment general files -contains but not limited to: directives, city code, city lake park, budget, calibration curves, discharge permits, disinfections, chemicals	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	Pre-treatment general files -contains but not limited to: applications and renewals, city code, correspondence, industrial flow, forms, regulations, reports, slug control, raw and effluent analysis	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
6	Engineering drawings -contains but not limited to: street index maps, city maps, pumping station drawings, site plans, sanitary sewer lines, civil drawings, utility plans, location map, final plat of subdivision, county tax maps, station alarm systems, sewer system evaluation surveys, district sewer maps	Retain for life of project, plus three (3) years, then destroy

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Schedule No. *M-61*

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Item No	Description	Retention
7	Pre-treatment industrial files: correspondence, applications for waste water discharge permit, site map, inspection reports, material safety data sheet	Retain until renewed or revoked, plus five (5) years, then destroy
8	Industrial samples lab results: industrial waste lab worksheets, water analysis report, monthly meter readings	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
9	Daily operators log: time, flow, gallons, date, operator on duty, sludge depts., weather log, back-up disinfection, ozone system log	Retain for three (3) years and until all audit requirements have been met, then destroy.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Utilities

3. UNIT

Water Pollution Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

GRANTS

5. EARLIEST YEAR / LATEST YEAR

1998 TO current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

CONTAINS, BUT NOT LIMITED TO: Application for  
Payment. Invoices. Checks Received  
(copies). Forms (BLANK). Application  
Form & Supporting Documents. CASH  
DRAW Requests.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☒ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ ☐ Month(s) ☐ Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

OFFICE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

Retain for the life of  
the GRANT plus 5 years, then  
destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

*Hagerstown*

2. DIVISION

*Utilities*

3. UNIT

*Water Pollution Control*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Personnel Files*

5. EARLIEST YEAR / LATEST YEAR

*1972 to Current*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Duplicate Personnel Documents -  
TRAINING Certificates. Health Ins. Survey,  
Requests For Vac., Comp. Time; ETC.*

*Workers Comp. Files - First Report of  
Injury; Prescription Benefits;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

*6*  
Number *CH. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

*Retain for 3 years  
After Termination, then  
Destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page _____ Of _____	
1. DEPARTMENT/AGENCY <i>Hagerstown</i>		2. DIVISION <i>Utilities</i>		3. UNIT <i>Water Pollution Control</i>	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <i>General Files</i>				5. EARLIEST YEAR / LATEST YEAR <i>1977 TO CURRENT</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) <i>CONTAINS, BUT NOT LIMITED TO: MAINT. CONTRACTS; Board of Utilities Meeting Minutes; Block Grant Information - Correspondence; EASEMENT Deeds - I.D. Bridges; Insurance Newsletters; DRAWINGS; Billing Information (over)</i>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <i>DRAWINGS</i>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <i>3D</i> Number <i>CLE. FT</i>	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		18. RECOMMENDED RETENTION <i>Use General File Retention</i>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

Industrial Waste Permits; Violation  
Notices; Ordinance & Amendment;  
Plant Performance; Surcharge;  
Billing; General Service Agreements;  
ETC.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Utilities

3. UNIT

Water  
Pollution Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

1957 TO CURRENT

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: DRAWINGS;  
INSPECTORS DAILY REPORTS ON VARIOUS PROPERTIES;  
CORRESPONDENCE; CONCRETE TESTING REPORTS;  
OPERATION & MAINT. MANUALS - NUCLEAR  
COMPACTION TEST DATA; DAILY CONSTRUCTION  
REPORT; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By Project

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

12  
Number CH. FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE



1. DEPARTMENT/AGENCY

*Hagerstown*

2. DIVISION

*Utilities*

3. UNIT

*Water Pollution Control*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*NON-RETREATMENT  
General Files*

5. EARLIEST YEAR / LATEST YEAR

*1974 TO CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: DIRECTIVES;  
CITY CODE; CITY LAKE PARK; Budget;  
CALIBRATION Curves; Discharge Permits;  
DISINFECTIONS; CHEMICALS; ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number *4*

*OK. F.T.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes \_\_\_\_\_      ☐ No

18. RECOMMENDED RETENTION

*USE General File Retention*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

*Hagerstown*

2. DIVISION

*Utilities*

3. UNIT

*Water Pollution Control*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Pretreatment General Files*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_ TO *Current*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*contains, but not limited to: Applications & Renewals; City Code; Correspondence; Industrial Flow; Forms; Regulations; Reports; Slug Control; RAW & Effluent Analysis;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

*3*

Number

*CH-FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_ Month(s)      ☐ Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

*Use General File Retention*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Utilities

3. UNIT

Water Pollution Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ENGINEERING DRAWINGS

5. EARLIEST YEAR / LATEST YEAR

1968 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: STREET INDEX MAPS; CITY MAPS; PUMPING STATION DRAWINGS; SITE PLANS; SANITARY SEWER LINES; CIVIL DRAWINGS; UTILITY PLANS; LOCATION MAP; FINAL PLAT OF SUBDIVISION; COUNTY TAX MAPS; STATION ALARM SYSTEMS; SEWER SYSTEM EVALUATION SURVEYS; DISTRICT SEWER MAPS; OVER

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) None

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) FILE FILES  
100  
Number CU.FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tapes (s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

OFFICE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

RETAIN FOR THE LIFE OF THE PROJECT, PLUS 3 YEARS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

CONSTRUCTION WORKSHEETS; SIMPLIFIED  
PLAT; ETC.

~~1978~~ 1967

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Utilities

3. UNIT

Water  
Pollution Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Pretreatment Industrial Files

5. EARLIEST YEAR / LATEST YEAR

1990 to current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondence; Applications for  
Waste Water discharge Permit;  
Site Map; Inspection Reports; Material  
Safety Data Sheet; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By MF9.

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

2 CK-FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

Retain until  
Renewed or revoked, then  
~~destroyed~~ (over)

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Plus 5 years, then destroy

1. DEPARTMENT/AGENCY

*Hagerstown*

2. DIVISION

*Utilities*

3. UNIT *Water*

*Pollution Control*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*INDUSTRIAL SAMPLES Lab. Results*

5. EARLIEST YEAR / LATEST YEAR

*1996 to Current*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*INDUSTRIAL WASTE Lab WORK SHEETS;  
WATER ANALYSIS REPORT; MONTHLY Meter  
Readings;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

*2*  
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Laboratory*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

Retain for *5* years and until all audit requirements  
have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Utilities

3. UNIT

Water  
Pollution Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Daily Operators Log

5. EARLIEST YEAR / LATEST YEAR

1987 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

LIST 3 - Time - Flow - Gallons - Date -  
Operator on duty - Sludge Depts -  
Weather Log - BACK-UP DISINFECTION  
  
Includes Ozone System Log.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☒ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

PLANT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements  
have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELE